

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92)

2-3/03/98

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

(1) DEPARTMENT, BOARD OR COMMISSION DEPARTMENT OF CONSERVATION
DIVISION, BUREAU OR OTHER UNIT DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES
ADDRESS GEOTHERMAL, DISTRICT G-3 50 D STREET, ROOM 300, SANTA ROSA, CA 95404

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

CHECK THE APPROPRIATE BOX: (2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (5) <input type="checkbox"/> The original approval number will remain in effect.			
(6) SCHEDULE DATE 2/10/98	(7) NUMBER OF PAGES 7	(8) CUBIC FEET (Total Schedule) 144	(9) SCHEDULE NUMBER 2-671
(10) APPROVAL NUMBER(S) 93-149	(11) APPROVAL DATE(S) 5/25/93	(12) PAGE NUMBER(S) REVISED ALL	(9) SCHEDULE NUMBER(S) 2-671
NEW SCHEDULE INFORMATION (If applicable)		PREVIOUS SCHEDULE INFORMATION (If applicable)	

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER OF RECORDS RESPONSIBLE FOR THE RECORDS <i>Kenneth Stelling</i>	(14) TITLE Geothermal District Engineer	(15) DATE SIGNED 2/10/98
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST <i>George Farrell</i>	(17) TITLE Records Management Coordinator	(18) NAME (Printed or Typed) George Farrell	(19) TELEPHONE (916) 322-4644	(20) DATE SIGNED 2/10/98
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PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

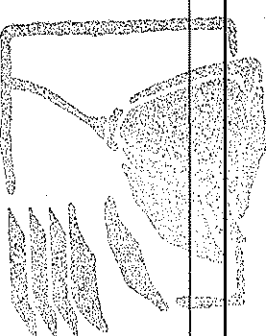
(21) SIGNATURE - OIS CONSULTANT <i>John E. Fox</i>	(22) APPROVAL NUMBER 98-054	(23) TITLE Senior Records Mgmt Consultant	(24) DATE SIGNED 3/2/98
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PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25) ☐ Contains no material subject to further review by the California State Archives

- (26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE - CHIEF OF ARCHIVES <i>Robert E. Acting</i>	(28) DATE SIGNED 3/21/98
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State of California

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Conservation		SCHEDULE NUMBER (2) 2-671	DATE (3) FEB. 10, 1998
ORGANIZATIONAL UNIT Division of Oil, Gas, and Geothermal Resources Geothermal, District G-3		PAGE 1 OF 7 PAGES	
ADDRESS (Number Street City) 50 D Street, Room 300, Santa Rosa, CA 95404		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 98-054	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		

MISSION: The Division of Oil, Gas, and Geothermal Resources administers State laws in a professional, efficient manner to prevent damage to life, health, property, and natural resources; to encourage the wise development of oil, gas, and geothermal resources; to serve as an information center; and to ensure that well operators use sound engineering practices.

1.0	4.		<u>Administration</u>								
1.1		State / Notify Archives	• Correspondence	P		Current			Current		Retain as current until superseded.
2.0			<u>Environmental</u>								
2.1	.3	State / Notify Archives	• Determinations	P		Perm.			Perm.		Public Resources Code, Sec. 3234
2.2	.3		• California Energy Commission Power Plant Sitings	P		Perm.			Perm.		Documents issued by the California Energy Commission in power plant permitting process. <i>Public Resources Code, Sec. 3234.</i>

* Provide total of office and departmental

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DEPARTMENT (1)

Department of Conservation

ORGANIZATIONAL UNIT

Division of Oil, Gas, and Geothermal Resources
Geothermal, District G-3

ADDRESS (Number Street City)

50 D Street, Room 300, Santa Rosa, CA 95404

SCHEDULE NUMBER (2)

2-671

DATE (3)

FEB. 10, 1998

PAGE OF PAGES

2 7

DEPARTMENT OF GENERAL SERVICES
APPROVAL NUMBER (5)

98-054

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						Office (12)	Dept. (13)	SRC (14)	Total (15)			
2.3	33.	Not / Notly Archives	• Environmental Documents (EIRs)	P		Perm.				Perm.		Public Resources Code (PRC), Section 3234.
3.0			<u>Geothermal Operations</u>									
3.1	3.5	Not / Notly Archives	• Operator Correspondence	P		Perm.				Perm.		These records are kept permanently as they are vital to proposed operations of well sites. <i>Public Resources Code, Section 3234.</i>
3.2	.2		• Agent Designation	P		Perm.				Perm.		" " " " " "
4.0			<u>Geothermal Production</u>									
4.1	64.	Not / Notly Archives	• Geothermal Well Records - District G-3 (Hard Copy Only)	P		Perm.				Perm.	IX	Per Public Resources Code (PRC), Section 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."

Records Retention Schedule

STD. 73 (REV. 5-92)

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
4.2	21.	Hold / Notify Archives	• Geothermal Well Site Plans - G-3 (Hard Copy Only)	P		Perm.				Perm. IX	Per Public Resources Code (PRC). Sectopm 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential.
4.3	1.5	Hold / Notify Archives	• Well Injection Reports - OGG110-I	P		Perm.				Perm.	" " " " " "
4.4	9.	Hold / Notify Archives	• Well Production Reports - OGG110-S	P		Perm.				Perm.	" " " " " "
4.5	2.3	Hold / Notify Archives	• Interpretative Data	P		Perm.				Perm. IX	" " " " " "
5.0			<u>Geothermal Regulation</u>								
5.1	.5	Hold / Notify Archives	• Monthly Statistical Reports	P		3		2	5		

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STD. 73 (REV. 5-92)

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DEPARTMENT (1)

Department of Conservation

ORGANIZATIONAL UNIT

Division of Oil, Gas, and Geothermal Resources

Geothermal, District G-3

ADDRESS (Number

Street

City)

50 D Street, Room 300, Santa Rosa, CA 95404

SCHEDULE NUMBER (2)

2-671

DATE (3)

FEB. 10, 1998

PAGE

OF

PAGES

4

7

DEPARTMENT OF GENERAL SERVICES
APPROVAL NUMBER (5)

98-054

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
5.2	2.	Hold / Notify Archives	• State/County Correspondence	P		3		3	6		Retain as current until superseded.
5.3	1.		• Weekly Summary of Notices Received - OGD114	P		3		3	6		Three years from filing date.
5.4	1.	Hold / Notify Archives	• Confidential Status Determination of Geothermal Wells - Listing of Geothermal Wells retained in Confidential Status	P		Perm.			Perm.	IX	Per Public Resources Code (PRC), Section 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."
6.0	.1		<u>Record Management</u>								
6.1			• Records Retention Schedule Approval Request and Records Retention Schedules (Std. Form 72 and Std. Form 73) - Program Record Copies	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
6.2			• Records Inventory Worksheet - Std. Form 70	P		Current			Current		Retain as current until next inventory.
6.3			• Records Transfer List - Std. Form 71	P		Current			Current		Retain as current until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.

TOTAL: ~~144~~ CUBIC FEET
144.6

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DISCONTINUED

See Records Retention Schedule dated May 25, 1993, Approval No. 93-149

2			B. Personnel								These items were erroneously listed as records on previous schedule. Reference only. Personnel records are kept in our Human Resources Office and listed on their Records Retention Schedule.
3			C. Lease Information								Erroneously listed as a record on previous schedule. Reference only. These records are kept in our Administrative Services Office and listed on their Records Retention Schedule.
6			C. Bond Request Forms								Erroneously listed as a record on previous schedule. Reference only.

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7			A. Geothermal Well Records District G-1								These are duplicate records and will be forwarded to State Archives when no longer being referenced. Original records kept in our Geothermal Dist. 1.
17			B. Staff Meeting Minutes								These items were erroneously listed as records on previous schedule.